Part 2 — CLUB APPROVAL SIGNATURES

Now that your District Grant Application has been completed you will need 2 approving signatures.

- Each approver separately will need to login to DaCdb to approve the grant.
- After the grant is submitted to the district, the district grants subcommittee chair will review the application for any issues or general concerns.
- This person will communicate directly with the project lead you previously identified in Part 1 step 9.
- If the application needs additional work, the district grants subcommittee chair will unlock the application and the club can then enter/update or complete the necessary information.
- The club will then again need to obtain the 2 approving signatures.
- All fully completed applications will be reviewed by the district grants subcommittee.
- Determinations will be made (project and money) as outlined in the Policies and Procedures Supplement.
- Clubs will be notified and the Grant status will be changed to reflect the decision made, and approved monies distributions will be displayed.

The Grant Process consists of five steps, with Clubs doing parts 1,2 and 4 and the District parts 3 and 5.

Part 1
The project lead will complete the project details, application and budget items and identify contacts and signatories.

Part 2
The 2 club officers will log in separately and electronically sign the grant request.
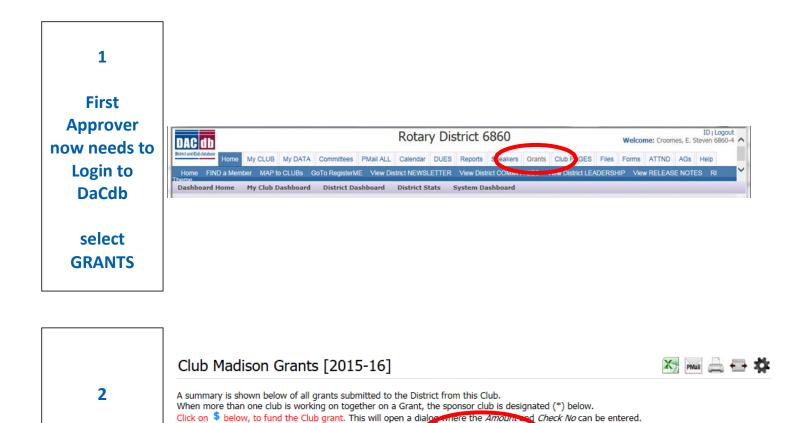
Part 3
The District Grant Committee Chair will perform a preliminary review of the grant request to ensure all necessary information is provided. If incomplete the district grants subcommittee chair will inform the project lead of the information needed to complete grant request. All complete grant requests will then be reviewed by the district grants subcommittee with final approval granted by the DG. The committee will mark the grant request as either approved or not, electronically sign the approved grant requests and notify Clubs of their decision.

Part 4
When a Club's project is completed, the project lead will submit a Final report. The Final report will include any details and outcomes. It will also contain a recap of all expenses, invoices, receipts, checks and supporting photos. All projects are to be completed within the Rotary year.

Part 5
The district grant chair will review a Club's final report. Once the final report is approved, the chair will close the project. When the project close report is generated, all the approval signatures will appear on the report.

1 First Approver now needs to Login to DaCdb select GRANTS

Rotary District 6860

ID | Logout

Welcome: Croomes, E. Steven 6860-4

Home My CLUB My DATA Committees PMail ALL Calendar DUES Reports Speakers Grants Club PAGES Files Forms ATTND AGs Help

Home FIND a Member MAP to CLUBs GoTo RegisterME View District NEWSLETTER View District COMM... View District LEADERSHIP View RELEASE NOTES RI

Dashboard Home My Club Dashboard District Dashboard District Stats System Dashboard

2 CHANGE ORG YEAR If Necessary

Club Madison Grants [2015-16]

A summary is shown below of all grants submitted to the District from this Club.
When more than one club is working on together on a Grant, the sponsor club is designated (*) below.
Click on $ below, to fund the Club grant. This will open a dialog where the *Amount* and *Check No* can be entered.

Change OrgYear New Club Grant Request - Click Here to Create Grant

No Grants Found

⬍	Action	Project Name ⬍	Proj No ⬍	Club ⬍	Status ⬍	Requested DDF ⬍	Approved DDF ⬍	Other Funding ⬍	Total Project Budget ⬍

3

Status now shows SUBMITTED GRANT FOR CLUB APPROVAL

Click on PENCIL to select
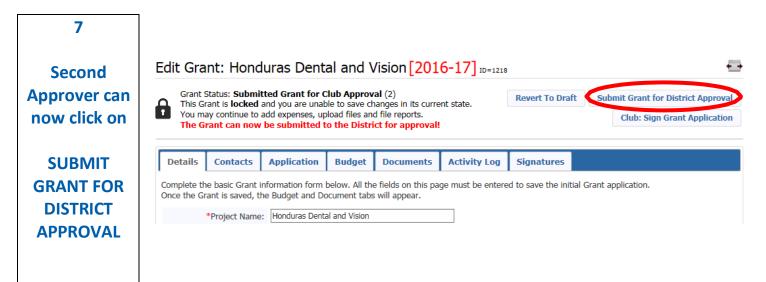
Club Madison Grants [2016-17]

A summary is shown below of all grants submitted to the District from this Club.
When more than one club is working on together on a Grant, the sponsor club is designated (*) below.
Click on **$** below, to fund the Club grant. This will open a dialog where the *Amount* and *Check No* can be entered.

| | | | | Change OrgYear | New Club Grant Request - Click Here to Create Grant | | | | |

Other Status

☐	Action	Project Name ⬍	Proj No ⬍	Lead Club Name ⬍	Status ⬍	Approved DDF ⬍	Requested DDF ⬍	Other Funding ⬍	Project Budget
	✏️	Honduras Dental and Vision	1218	Madison	Submitted Grant for Club Approval	$0.00	$3,000.00	$2,000.00	$5,000.00
No Grants: 1						$0.00	$3,000.00	$2,000.00	$5,000.00

4

Click on CLUB-SIGN GRANT APPLICATION

Edit Grant: Honduras Dental and Vision [2016-17] ID=1218

Grant Status: **Submitted Grant for Club Approval** (2)
This Grant is **locked** and you are unable to save changes in its current state.
You may continue to add expenses, upload files and file reports.
Signature are required from **1** Club:
- Only **0** of 1 lead club signatures made
- Only **0** of 1 total signatures made.

| Club: Sign Grant Application | Revert To Draft |

| Details | Contacts | Application | Budget | Documents | Activity Log | Signatures |

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application.
Once the Grant is saved, the Budget and Document tabs will appear.

*Project Name: Honduras Dental and Vision

5

You will now get a pop-up window.

Click on SIGN GRANT

Grant Signatures

A list of users who have signed this grant is shown below. To add your signature to the list, click the "Sign Grant" button below. If you have already signed the grant, the "Sign Grant" button is not visible.

Signed By	Club	Date
		Sign Grant Cancel

6 **Second Approver now needs to Login to DaCdb** **select GRANTS**	**Follow previous steps 2-3-4-5 for second approver to sign the grant**
You can click on SIGNATURES **to review all those who have signed the application**	Edit Grant: Honduras Dental and Vision [2016-17] ID=1218 Grant Status: **Submitted Grant for Club Approval** (2) This Grant is **locked** and you are unable to save changes in its current state. You may continue to add expenses, upload files and file reports. **The Grant can now be submitted to the District for approval!** Submit Grant for District Approval Club: Sign Grant Application Revert To Draft **Details	Contacts	Application	Budget	Documents	Activity Log	Signatures** Submitted Grant for Club Approval **Club Madison Signature** Croomes, E. Steven · President · 01/03/2015 12:28 PM e/Signature · Position · Date Grant Application Club Signatures **Club Madison Signatures** (2 of 2 Received) Klein, Destin J · International Service Chair · 01/03/2015 12:49 PM e/Signature · Position · Date Croomes, E. Steven · President · 01/03/2015 12:47 PM e/Signature · Position · Date
7 **Second Approver can now click on** **SUBMIT GRANT FOR DISTRICT APPROVAL**	Edit Grant: Honduras Dental and Vision [2016-17] ID=1218 Grant Status: **Submitted Grant for Club Approval** (2) This Grant is **locked** and you are unable to save changes in its current state. You may continue to add expenses, upload files and file reports. **The Grant can now be submitted to the District for approval!** Revert To Draft Submit Grant for District Approval Club: Sign Grant Application **Details	Contacts	Application	Budget	Documents	Activity Log	Signatures** Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear. *Project Name: Honduras Dental and Vision

These screens show the completed grant application status once it has been submitted to the district for approval

Edit Grant: Honduras Dental and Vision [2016-17] ID=1218

🔒 Grant Status: **Submitted Grant for Club Approval** (2)
This Grant is **locked** and you are unable to save changes in its current state.
You may continue to add expenses, upload files and file reports.
The Grant can now be submitted to the District for approval!

[Submit Grant for District Approval]

[Club: Sign Grant Application] [Revert To Draft]

| Details | Contacts | Application | Budget | Documents | Activity Log | Signatures |

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application.
Once the Grant is saved, the Budget and Document tabs will appear.

*Project Name: Honduras Dental and Vision

*RI Project Number: **1218** (By default, this will be set to the internal Grant No assigned)

Club Madison Grants [2016-17]

A summary is shown below of all grants submitted to the District from this Club.
When more than one club is working on together on a Grant, the sponsor club is designated (*) below.
Click on $ below, to fund the Club grant. This will open a dialog where the *Amount* and *Check No* can be entered.

[Change OrgYear] [New Club Grant Request - Click Here to Create Grant]

Other Status

☐	Action	Project Name	Proj No	Lead Club Name	Status	Approved DDF	Requested DDF	Other Funding	Project Budget
☐	✏️ ✖️	Honduras Dental and Vision	1218	Madison	Submitted Grant for Club Approval	$0.00	$3,000.00	$2,000.00	$5,000.00
No Grants: 1						**$0.00**	**$3,000.00**	**$2,000.00**	**$5,000.00**

NEXT STEP: Part 3 District Grant – District Grants Subcommittee Review and Approvals